

## N E W S L E T T E R

Kentucky Department for Libraries and Archives

[www.kdla.ky.gov](http://www.kdla.ky.gov)

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## GETTING YOUR PATRIOT ACT TOGETHER

The Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA Patriot Act) was passed in October 2001, six weeks after September 11. An obscure section of this law has dramatic implications for libraries.

Section 215 of the Patriot Act enables law enforcement to access "business records" under the authority of the Foreign Intelligence Surveillance Act (FISA). The Act states that "the FBI may apply for an order requiring the 'production of any tangible things (including books, records, papers, documents and other items) for an investigation to protect against international terrorism or clandestine intelligence activities, provided that such investigation of a United States person is not conducted solely upon the basis of activities protected by the first amendment.'"

What does this mean in your library? Law enforcement officials can subpoena library records, including any electronic data and equipment if there is a suspicion of terrorist activity. Also, Section 215 places a "gag order" on the library after any records or equipment are seized. In other words, the librarian cannot legally tell anyone, including the subject of the search, that records or equipment were seized.

This presents a dilemma for librarians and trustees who subscribe to the Library Bill of Rights and the American Library Association Code of Ethics, which place great importance in protecting citizens' right to privacy in obtaining information. Balancing the freedom of association and speech with the need for public security is difficult; however, library boards must be prepared for this challenge.

There are a number of things that can be done to be prepared for a visit to the library by the FBI. First, the library board must develop a policy for handling requests from law enforcement officials, and this policy should be reviewed by an attorney. This policy should be reviewed and revised regularly.

A policy regarding records retention, both paper and electronic, should be in place. The American Library Association (ALA) recommends policies and procedures that store the minimal amount of information necessary for the operation of the library.

All library staff should be trained in the procedures for handling these requests. It is important to note that a law enforcement official can *ask* for anything – with or without a subpoena. The library should be certain of the validity of a subpoena or search warrant before turning over information. One person, usually the Library Director or the Board President, should be designated to speak with the press. Librarians are entitled to legal counsel, and the library's attorney must be contacted immediately.

Education on issues regarding the USA Patriot Act is essential. An ideal opportunity for learning about this law is the Kentucky Library Association Fall Conference in Louisville October 8-11. The theme of this year's program is ***Libraries in Defense of Freedom***. Many of the featured speakers representing a wide range of views will be discussing the Patriot Act.

*Note: Information for this article was gathered from a workshop presented by Hopkinsville Community College on September 5, 2003, the American Library Association web page, and various news sources.*

## KENTUCKY BOOK FAIR

The 22nd annual Kentucky Book Fair will be held Saturday, November 8th, 2003 at the Frankfort Civic Center. The hours will be 9 a.m. to 4:30 p.m. Admission is free. Over 150 authors will be present for book signing. Nick Clooney, radio and television announcer, brother of Rosemary Clooney, and father of George Clooney, will be present to sign his new book.



An entire day of symposiums is scheduled at the Civic Center as well as an offsite program on the Underground Railroad at the Kentucky History Center. Additionally, Joni Gruelle, granddaughter of Raggedy Ann creator, Johnny Gruelle, will be signing books in the morning with a Raggedy Ann "festival" in the afternoon in conjunction with the Paul Sawyer Public Library. Shuttles will be available from the Civic Center to both offsite programs.

The private librarians' sale will again be conducted on Friday, November 7th, from 1 p.m. to 5 p.m. Books may be purchased at a 20% discount. Librarians are encouraged to use credit cards, if available, and in the alternative, purchase orders. Appropriate tax identification should be presented at the time of purchase.

Additionally, there will be a performance by *Riders in the Sky* on Saturday night co-sponsored with the Frankfort Arts Foundation. Tickets may be purchased at the Book Fair. If you are interested in volunteering either day, please contact Connie Crowe at <[kybook-fair@ky.gov](mailto:kybook-fair@ky.gov)> or Volunteer Coordinator Fran Salyers at <[celebratebooks@aol.com](mailto:celebratebooks@aol.com)> or by calling 502-695-3131.

Proceeds from the Kentucky Book Fair provide grants to public libraries. Last year, seven libraries were awarded a total of \$5,000 to purchase books.

## WELCOME, NEW FIELD STAFF

Margaret Raybould is the new Regional Library Administrator for Barren River Region after September 1. Margaret earned an MLS from the University of Kentucky, and she has over 30 years experience working in public and school libraries. The libraries in Barren River will certainly benefit from her wealth of library experience, and the number of Regional Librarians is up to eight!

## ADDITIONAL ILL TRAINING

Following the popularity of training sessions on the use of Interlibrary Loan in the spring, more sessions will be held in the fall. These sessions have limited registration, so register early! For more information, go to KDLA's continuing education calendar at <[www.kdla.ky.gov/events/ce.htm](http://www.kdla.ky.gov/events/ce.htm)>.

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**Kentucky Department for Libraries and Archives**

*Serving Kentucky's Need to Know*



An agency of the Education, Arts & Humanities Cabinet

## LSTA GRANTS AWARDED

The following libraries will receive LSTA sub-grants:

### *Library Programming Grants*

- Kenton County Public Library-- \$5,196
- Carroll County Public Library -- \$7,650
- Whitley County Public Library -- \$6,788
- Meade County Public Library -- \$15,000
- Lawrence County Public Library -- \$4,000
- Spencer County Public Library -- \$7,025
- Fulton County Public Library -- \$9,437
- Breckinridge County -- \$4,855
- Paul Sawyer Public Library (Franklin County) -- \$10,000

### *Library Automation Grants*

- Knott County Public Library -- \$18,604
- Harry M. Caudill Memorial Library (Letcher County) -- \$29,990
- Hart County Public Library -- \$15,974
- Knox County Public Library -- \$30,000
- Lewis County Public Library -- \$18,637
- William B. Harlan Memorial Library (Monroe County) -- \$30,000
- Spencer County Public Library -- \$10,000

### *Technology Innovation Grants*

- Bath County Public Library -- \$6,750
- Fleming County Public Library -- \$3,982
- Jessamine County Public Library -- \$19,738
- John F. Kennedy Memorial Library (Morgan County) -- \$19,900
- Kenton County Public Library -- \$7,868
- Ohio County Public Library -- \$19,962

## ONLINE PR TOOLKIT

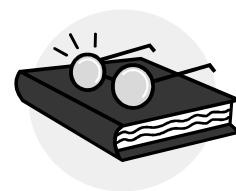
A toolkit for media relations practitioners has been added to the American Library Association (ALA) home page at <[www.ala.org/Content/NavigationMenu/Our\\_Association/Offices/Public\\_Information/Media\\_Relations\\_Tools/Media\\_Relations\\_Tools.htm](http://www.ala.org/Content/NavigationMenu/Our_Association/Offices/Public_Information/Media_Relations_Tools/Media_Relations_Tools.htm)>.

Information found here includes tips on how to handle media inquiries, suggestions on developing a crisis communications plan @ your library, key press kits developed by ALA, media coverage regarding library and librarian issues, and information on how to obtain important ALA talking points and messages.

Material on this site is updated on a regular basis.

## LARGE PRINT BOOKS

As fall approaches, thoughts of curling up with a good book come to mind. Do you need more large print books to meet the voracious reading habits of your community? KDLA has collections needing a home.



These large print collections have 70 titles in them and include some brand new books. If you are interested in receiving large print collections, or if you have questions about these rotating large print collections or large print collections that you might already have in your libraries, please contact Anne VanWilligen at <[Anne.VanWilligen@ky.gov](mailto:Anne.VanWilligen@ky.gov)> or 800-928-7000, ext. 226.

## 'CROSS THE COMMONWEALTH



All across the Commonwealth public libraries and librarians are doing remarkable things that deserve the recognition of their colleagues. This column highlights some of these. Additional items for inclusion are welcome. Please e-mail items of interest to <marjorie.flowers@ky.gov>.

The **Hancock County Public Library** received the Beautification Award of the Month from the Hancock County Chamber of Commerce for the library's new lighted sign.

The **Middlesboro-Bell County Public Library** and **Pineville Library** are getting a facelift to the exterior of both facilities with new painting, landscaping, and remodeling of Middlesboro's foyer and entrance areas.

**Ardelia Evans**, Branch Manager of the **Rebecca Caudill Public Library** in Harlan County has retired. She helped to establish this branch and served as the Manager for the past 38 years.

In late August, the West Kentucky Amateur Astronomers and the **McCracken County Public Library** co-sponsored a viewing of the closest approach of Mars in history. On the nights of August 26th and 27th from 8:45 pm - 10:00 pm telescopes were set up in the library's parking lot for interested persons to view the Red Planet.

The **Lyon County Public Library** received a bequest of \$5000 from a patron which is to be used toward the purchase of a new microfilm reader.

The Friends of the **McCracken County Public Library** raised \$6,000 at the Annual Summer Book Sale. The proceeds will be used to add new titles and services to the library's growing collection.

The Tenth Anniversary Celebration of the **Friends of the Graves County Public Library** was held in September at the library.

The **Lexington Public Library's Northside Branch** received a \$15,000 grant from Verizon to add six much-needed computers and learning software for the Operation Read computer lab.

The Knott County Opportunity Center recently held its grand opening. The Opportunity Center houses the **Knott County Public Library**, the branch of the Hazard Community and Technical College, Headstart Daycare, Knott Adult Education Programs, distance learning classrooms, and the Knott County Fiscal Court Community Development offices.



Just a typical day at the Scheben Branch of the **Boone County Public Library**. Local elementary students arrive by limo for a class visit.

The **Woodford County Public Library Board** successfully completed their tax petition drive and raised their library tax from 3.3 cents per \$100 property valuation to 6 cents per \$100 property valuation. With the tax petition complete, they are proceeding with the expansion and renovation of their library.

On Saturday, July 26 the **Kenton County Public Library** introduced its new costume character mascot *Booker*, a reading retriever, to the community. The Library Staff celebrated his arrival with a morning of fun, canine related activities for dogs and their owners, including a parade, photo session, dog party, readings from pet psychics, pet tips from a pet store representative, information on holistic health care for animals, and doggie treats made by Library Staff. This fall, Booker will attend library programs and community events as well as visit schools as part of a library card campaign.

## WHAT TO KEEP?

After the flurry of Annual Reports and audits, it's time to clean out those files! The Public Records Division of KDLA is responsible for maintaining records retentions schedules. Kentucky public libraries must comply with the Local Government General Records schedule in tandem with the local Libraries schedule.

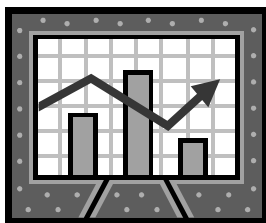
Both of the schedules may be found at [www.kdla.ky.gov/pubrec/Localsched.htm](http://www.kdla.ky.gov/pubrec/Localsched.htm). The Library schedule is listed under "Libraries" and the Local Government General Records schedule is under that name.

## HEALTH INSURANCE INFO

For those public libraries that provide employees' health insurance through the Kentucky Personnel Cabinet, open enrollment is between September 15 and October 3. Health insurance fairs are being held through the state with representatives from health insurance plans available to answer questions. For more information, please go to <http://personnel.ky.gov/hlthins/beninfo.htm>.

## GOT STATS?

A wealth of statistical information about public libraries can be found on KDLA's web page. The most recent *Statistical Report of Kentucky's Public Libraries* is posted here, as well as a peer comparison tool that compares an individual library to similar libraries nationwide. Also useful is a ranking of Kentucky's public libraries compiled by Randy Matlow, Director of the Bullitt County Public Library. This information and more can be found at [www.kdla.ky.gov/libserv/stats.htm](http://www.kdla.ky.gov/libserv/stats.htm).



## GRANT HELP

The Institute for Museums and Library Services (IMLS) has developed a planning tutorial for prospective grant applicants who might be interested in their programs. It has been used successfully by non-library groups as well as museums and libraries. This tutorial is located at [http://e-services.imls.gov/project\\_planning/](http://e-services.imls.gov/project_planning/).

## NOVELIST NOTES

*NoveList Notes* is an e-mail service that is designed to increase usage and knowledge of the product. Each "issue" provides concrete scenarios that involve using *NoveList* to answer everyday readers' advisory or curriculum support questions. The Notes may also include activities, tips, or other practical tidbits that can enhance users' ability to use the database.



*NoveList Notes* is not a newsletter; it is a short, practical, hands-on "note." A new *NoveList Note* is sent out monthly. To subscribe to this free service, go to *NoveList* via the Kentucky Virtual Library. On the left, under Training, click on *NoveList Notes*. Topics from previous *NoveList Notes* include "*NoveList* Can Help with Harry Potter Mania," "Historical Fiction in *NoveList*," and "Supporting Young Readers with *NoveList*." Previous editions are also available on-line.

## IN MEMORY

Hallie Day Blackburn passed away in Lexington at the age of 96. She earned a Bachelor of Arts degree from the University of Kentucky and a Bachelor of Science degree from Pratt Institute in New York City. She served for many years as a senior extension librarian for the Kentucky Department of Libraries.

## LIBRARY TRIVIA CORNER

### *Do you know these State Symbols?*

State Arboretum  
State Bluegrass Song  
State Butterfly  
State Fish  
State Fossil  
State Gemstone  
State Horse  
Official Musical Instrument  
State Mineral  
State Silverware Pattern  
State Soil  
State Steam Locomotive  
State Wild Game Animal

Find the answers at <[www.kdla.state.ky.us/Statelib/KYSymbols.htm](http://www.kdla.state.ky.us/Statelib/KYSymbols.htm)>

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